

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Public Works Inspector	Job Family: 3
General Classification: Professional	Job Grade: 31

Definition: To perform the most complex work involved in the inspection of work quality and materials used in a variety of public works construction projects and subdivisions to ensure conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

Distinguishing Characteristics: This is the advanced journey level class in the Public Works Inspector series. Positions in this class perform the more complex inspections requiring the use of considerable independent judgment and initiative. The Senior Public Works Inspector classification is distinguished from the Public Works Inspector I/II classes by the responsibility assumed for coordinating field inspection operations, providing training to less experienced staff, as well as for performing the more complex duties assigned to positions within this series. General supervision is provided by higher level professional engineering staff. Exercises indirect supervision over inspection staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in supervision, scheduling and coordination of assigned inspections.
2. Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specification, codes and ordinances.
3. Provide training to inspection staff; ensure uniform application of the appropriate codes, rules and regulations.
4. Review plans and specifications of assigned project; attend preconstruction conferences as assigned.
5. Inspect materials for identification and conformance to specifications.
6. Inspect various structures such as utilities, streets, sidewalks, gutters and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

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7. Take samples of materials for examination or analysis by laboratories; perform routine materials and field tests to assure material/workmanship quality.
8. Observe work during progress and upon completion; ensure that safety procedures are followed.
9. Monitor, inspect and approve completion of work done under an encroachment permit; ensure that all specified conditions are met.
10. Record amounts of materials used and work performed; prepare necessary reports for progress payments.
11. Prepare activity records and reports.
12. Coordinate design alterations between City staff and the developer.
13. Assist in the supervision, training and evaluation of inspection personnel.
14. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, methods, materials, equipment and safety hazards of construction; applicable laws, regulations, codes and departmental policies governing the construction of assigned projects; defects and faults in construction; basic mathematics including algebra, geometry and trigonometry as applied to construction inspection work; basic soil mechanics and geology; principles of engineering as applied to construction inspection; engineering mechanics of structures.

Ability to: Understand and interpret engineering plans and specifications and prepare accurate engineering records; deal firmly and tactfully with contractors, engineers and property owners; communicate effectively, both orally and in writing; detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied; analyze construction plans, specifications and maps; prepare correspondence and technical reports.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible public works inspection experience or a closely related field; equivalent to the completion of the 12th grade

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supplemented by courses in civil engineering and construction management; BSCE may be substituted for two years of experience.

Required Licenses or Certificates: Possession of an appropriate valid California driver's license; State registration as a construction inspector is highly desirable.

Established February 1985

Revised May 1995

CLASS SPECS

CS122-P^